

## **City Attorney's Office**

The City Attorney's Office (CAO) is the department responsible for providing legal support to the City of Rockville. In that capacity, the CAO serves as the legal advisor to the City of Rockville, including the Mayor and Council, all Boards and Commissions, and the City staff on all legal matters affecting the City; prepares and reviews all legal documents for the City; is responsible for drafting and preparing additions and amendments to the Rockville City Code for enactment by the Mayor and Council; and represents the City before federal and state courts in legal proceedings in which the City has an interest. As legal counsel to the City of Rockville, the CAO does not provide legal counsel or advice to individual citizens of the City.

### **Legal Advisor**

- Advises the Mayor and Council, all Boards and Commissions and the City staff on all legal matters.
- Provides legal advice and representation in areas such as labor relations, procurement, contract law, employment law, commercial real estate transactions, business transactions, environmental law, litigation, employee benefits related to the City's pension plan and health insurance, commercial leasing, construction, copyright, zoning and land use.
- Attends and provides legal counsel at all Mayor and Council meetings, and, as needed, at meetings of the City's various Boards and Commissions.
- Conducts trainings and prepares manuals for City staff on relevant legal issues.

### **Legal Documents**

- Prepares, negotiates and/or reviews all legal documents involving the City including contracts, deeds, bonds, leases, procurement materials, releases, licenses, easements, written decisions of the City's Boards and Commissions, and City rules and regulations.

### **Legislation**

- Prepares ordinances, resolutions, and amendments to the City Code and Charter.
- Reviews proposed legislation for legal sufficiency and to ensure compliance with federal, state, and local law.

### **Litigation Involving the City of Rockville**

- Prepares pleadings, memoranda, briefs and discovery materials for litigation before federal and state courts in all legal proceedings in which the City has an interest.
- Represents the City at court hearings and trials in connection with such litigation.
- Offers or accepts settlement proposals only as directed by the Mayor and Council.